

**MINUTES OF MEETING
ISLES OF BARTRAM PARK
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Isles of Bartram Park Community Development District was held on Tuesday, **February 17, 2021** at 10:00 a.m. the offices of GMS at 475 West Town Place, Suite 114, St. Augustine, Florida.

Present and constituting a quorum were:

Zenzi Rogers	Chairperson
Chris Mayo	Vice Chairman
Joe Panchula	Supervisor
Mike Della Penta	Supervisor
Ginny Feiner	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber <i>via phone</i>	District Counsel

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 10:00 a.m. Four Board members were present constituting a quorum.

SECOND ORDER OF BUSINESS

Audience Comment

There were no members of the public in attendance.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the November 18,
2020 Meeting**

Mr. Oliver presented the minutes of the November 18, 2020 meeting and there were no additions, corrections, or deletions.

On MOTION by Ms. Rogers seconded by Mr. Panchula, with all in favor, the Minutes of the November 18, 2020 Meeting, were approved.

FOURTH ORDER OF BUSINESS

Acceptance of Minutes of the November 18, 2020 Landowners' Meeting

Mr. Oliver presented the minutes of the November 18, 2020 Landowners' meeting and there were no additions, corrections or deletions.

On MOTION by Ms. Rogers, seconded by Mr. Panchula, with all in favor, Acceptance of the Minutes of the November 18, 2020 Landowners' Meeting, was approved.

FIFTH ORDER OF BUSINESS

Organizational Matters

A. Consideration of New Supervisor to Fill Vacancy

Mr. Oliver stated that two seats were to be filled by the General Election process. He added no one qualified for the seats and that over the next few months the Board will fill those seats with residents.

Mr. Oliver asked Ms. Feiner if she was resigning from her seat. Ms. Feiner answered yes. Mr. Oliver stated that they had a resignation from Ginny Feiner and asked for a motion to accept her resignation.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, Resignation of Ginny Feiner from Seat 4, was approved.

Mr. Oliver stated that Ms. Feiner resigned from a seat that was filled by landowner election.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, appointment of Mr. Scott Forshey-Friedman to Seat #3, was approved.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, appointment of Mr. Joseph Panchula to Seat #4, was approved.

B. Oath of Office

Mr. Oliver asked both Mr. Panchula and Mr. Forshey-Friedman to raise their right hands. Mr. Oliver administered the oath of office for both supervisors .

C. General Information

Mr. Oliver discussed compliance with Florida’s Sunshine Law and public records laws, as well as duties and responsibilities of services as a CDD Board supervisors. Mr. Forshey-Freidman was advised to file a Form 1 in the next 30 days with the St. Johns County Supervisor of Elections.

D. Consideration of Resolution 2021-04, Election of Officers

Mr. Oliver stated that Scott Forshey-Friedman can serve as an Assistant Secretary so he can execute documents when necessary.

On MOTION by Ms. Rogers seconded by Mr. Mayo with all in favor, Resolution 2021-04 Election of Officers with Mr. Forshey-Friedman as Assistant Secretary, was approved.

SIXTH ORDER OF BUSINESS

Select Audit Committee

Mr. Oliver stated that the District as a governmental entity of Florida is required annually to have a financial audit performed by an independent CPA firm. He also stated that Florida statutes require that an Audit Committee be formed to go through the process. He added counsel suggested that Board members of the CDD serve on the Audit Committee so they can achieve a quorum and hold necessary meetings. He stated they would be looking for a motion for all the Board members of the CDD Board to serve on the Audit Committee.

On MOTION by Ms. Rogers seconded by Mr. Panchula, with all in favor, Select the CDD Board as the Audit Committee, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of First Amendment to the Lake Maintenance Agreement with The Lake Doctors, Inc.

Mr. Oliver stated a copy of this was in the agenda packet. He added that 11 ponds was a fee of \$1,670 per month. This agreement would expire on December 31, 2021. The amount budgeted for this was \$24,480 which is in budget.

On MOTION by Ms. Rogers seconded by Mr. Penta, with all in favor, the First Amendment to the Lake Maintenance Agreement with The Lake Doctors, Inc., was approved.

EIGHTH ORDER OF BUSINESS

Consideration of First Amendment to the Fountain Maintenance Agreement with The Lake Doctors, Inc.

Mr. Oliver stated this was for quarterly maintenance on 4 fountains at a cost of \$350 per quarter which is \$1,400 per year.

On MOTION by Ms. Rogers seconded by Mr. Mayo, with all in favor, First Amendment to the Fountain Maintenance Agreement with The Lake Doctors, Inc., was approved.

NINTH ORDER OF BUSINESS

Ratification of Acceptance of Deed for Conveyed Wetland/Conservation

Mr. Oliver stated that they don't have the necessary documents yet. The item was tabled to the next meeting.

TENTH ORDER OF BUSINESS

Consideration of Agreement for Landscape Maintenance Services with Yellowstone Landscape

Mr. Oliver stated the extension would expire on December 31, 2021 and it has an auto renew provision if the pricing stays the same. The cost is \$2,669 per month or \$32,034 per year and the Board budgeted \$52,000. The additional money will go to contingency landscaping.

On MOTION by Ms. Rogers seconded by Mr. Mayo with all in favor, the Agreement for Landscape Maintenance Services with Yellowstone Landscape, was approved.

ELEVENTH ORDER OF BUSINESS

Ratification of E-Verify Memorandum of Understanding

Mr. Haber stated a new law was passed that requires all units of governments including CDDs to use the E-Verify system. The E-Verify system is a way for employers to ensure that employees meet certain qualifications under federal guidelines to be employed. He added all companies the CDD does business with needs to use E-Verify as well. The Board had no questions.

On MOTION by Ms. Rogers seconded by Mr. Mayo with all in favor, E-Verify Memorandum of Understanding, was ratified.

TWELTH ORDER OF BUSINESS

Guidance Regarding Preparation of FY22 Proposed Budget

Mr. Oliver stated that they will be bringing the budget back at the May 19, 2021 meeting. He added the assessment per unit on a net basis is \$339.24 per lot. This is currently subsidized by developer contributions budgeted at \$20,136. The FY22 proposed budget will not include developer contributions and will funded solely by assessments paid by property owners.

THIRTEENTH ORDER OF BUSINESS

Presentation of Draft Fiscal Year 2020 Financial Audit

Mr. Oliver presented draft Fiscal Year 2020 Financial Audit. He stated that the draft audit was in the agenda packet for review. He added we will provide it to the Auditor General.

On MOTION by Ms. Rogers seconded by Mr. Mayo with all in favor, the Draft Fiscal Year 2020 Financial Audit, was approved.

FOURTEENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

FIFTEENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber stated nothing to report to the Board. Any questions?

B. Engineer

There being none, the next item followed.

C. Manager

There being none, the next item followed.

SIXTEENTH ORDER OF BUSINESS Supervisors' Requests

There being none, the next item followed.

SEVENTEENTH ORDER OF BUSINESS Audience Comments

No audience members were present.

EIGHTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet as of January 31, 2021 and Statement of Revenues & Expenditures

Mr. Oliver stated that included in the agenda package is a copy of the financial reports through January 31, 2021. He noted the only unusual thing in the financials is the October posting included a bill for the prior fiscal year. He also noticed two different fountain line items. One is for the ponds within the District boundaries and the other is for the entry fountain and some of those need to be reversed.

B. Assessment Receipt Schedule

Mr. Oliver stated the District is 97% collected.

C. Approval of Check Register

Mr. Oliver stated included in your agenda package is a check register. The Board had no questions.

On MOTION by Ms. Rogers seconded by Mr. Mayo with all in favor, the Check Register was approved.

NINETEENTH ORDER OF BUSINESS

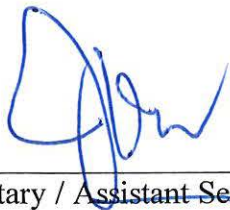
Next Scheduled Meeting – May 19, 2021 at 10:00 a.m. at the offices of GMS, 475 West Town Place, Suite 114, St. Augustine, FL 32092

Mr. Oliver stated the next scheduled meeting is May 19, 2021 at 10:00 a.m. at their current location.

TWENTIETH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Rogers seconded by Mr. Mayo, with all in favor the Meeting was adjourned.



Secretary / Assistant Secretary



Chairperson / Vice Chairperson